Using GetPDF

The Courts solution to paperless 341 meetings

(developed by California Southern Bankruptcy Court)

Overview

The GetPDF program was designed for Trustee's to have portable access to PDF documents. This would allow Trustee's to take a laptop with a CD of documents to a meeting as opposed to stacks of paper files.

The program consists of several components that will be described in more detail later in this document. The basic procedure for using the program is -

- Log in daily and download data.exe and your pdf zip file
- Use MOVEPDF to insert the pdf's into the correct areas
- Run GetPDF to review documents and case information.
- Run ARCPDF to move pdf's to a separate location for cd creation.

The supplied disk has both the GetPDF setup and the auxillary programs (ftp, adobe acrobat, netscape, etc) needed to run the application. You HAVE to install GetPDF, the other applications are optional although necessary if you do not already have them installed.

Setup

1. Insert the CD into your machine and then open Windows Explorer. Browse to your CD drive and double-click **wrar320.exe** (taking the defaults) to install. This program allows you to work with the downloaded files.

2. Next browse to the GETPDF directory and double click '**setup.exe**'. You can take the defaults to allow the program to install into C:\GetPDF (You may need to refresh the screen to see the new files). Browse to the 'updates' directory. You will need to drag & drop the getpdf.exe and movepdf.exe files from the disk into the c:\GetPDF directory (or wherever you installed GetPDF to) after it is installed (overwriting the original files).

3. If you don't have an FTP program installed (file transfer protocol) then run ws_ftple.exe which is also on the disk. This product is an evaluation except for the **student selection** (first one). The other two programs needed to run GetPDF are provided in the CD (Acrobat Reader version 5.04 installer---**rp505enu.exe** and Netscape 7.0 installer---**NSSetup-Full.exe**). If they aren't already installed in your computer, please install them now.

GetPDF Directory Layout

4. The following directories (folders) will have to be are created manually (right-click and use 'new' to create them);

- downloads—this is where downloaded files are saved
- exports—where exported pdf files are created
- PDF—where case pdf's are saved
- temppdf—temporary directory for use after downloading.

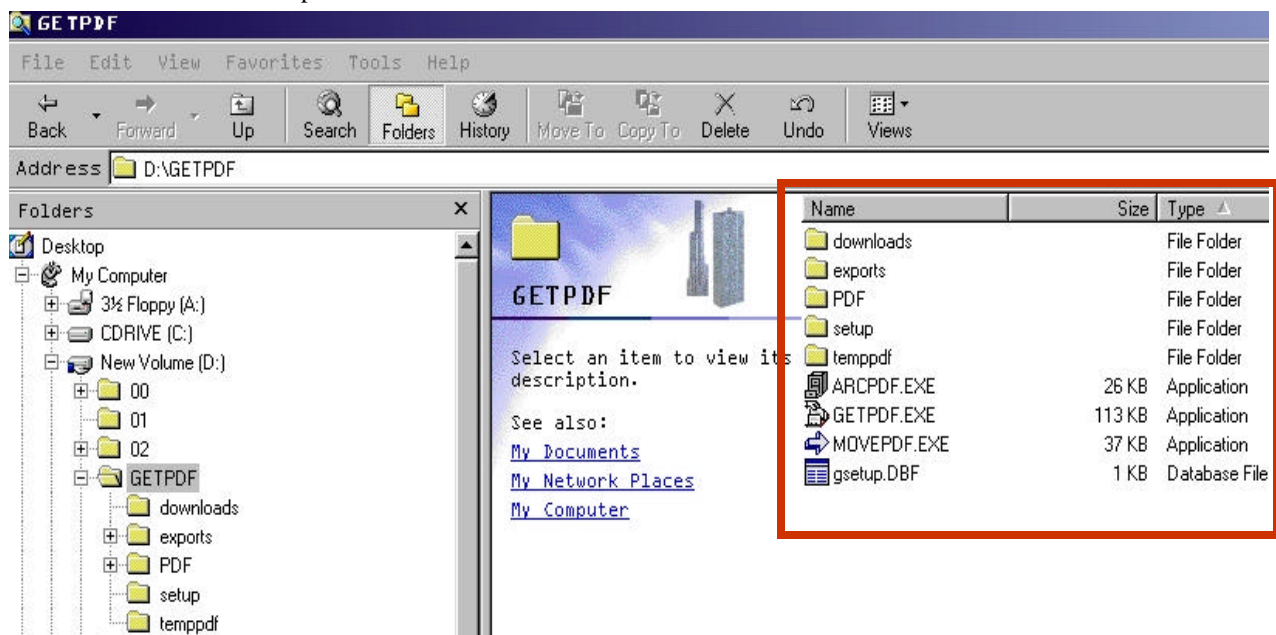Click on the desktop and then right-click to get menu; Left- click to create new folder.
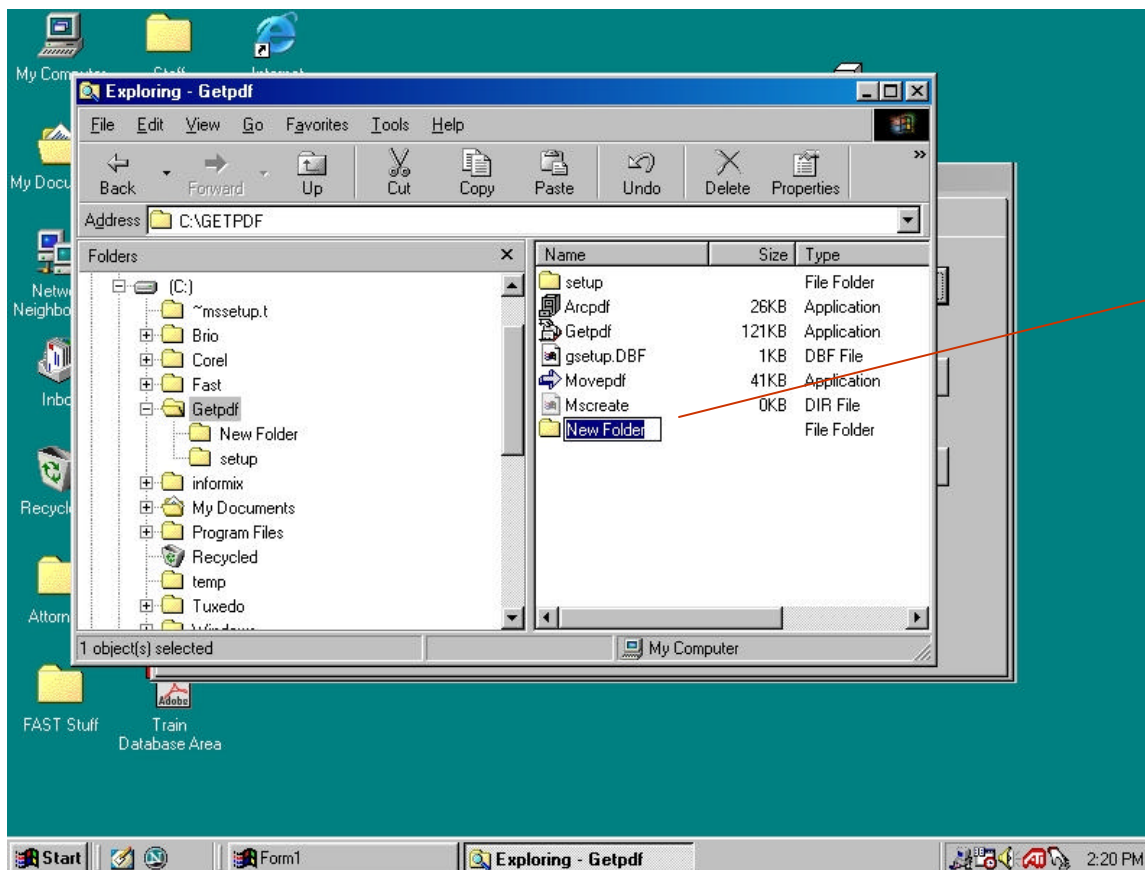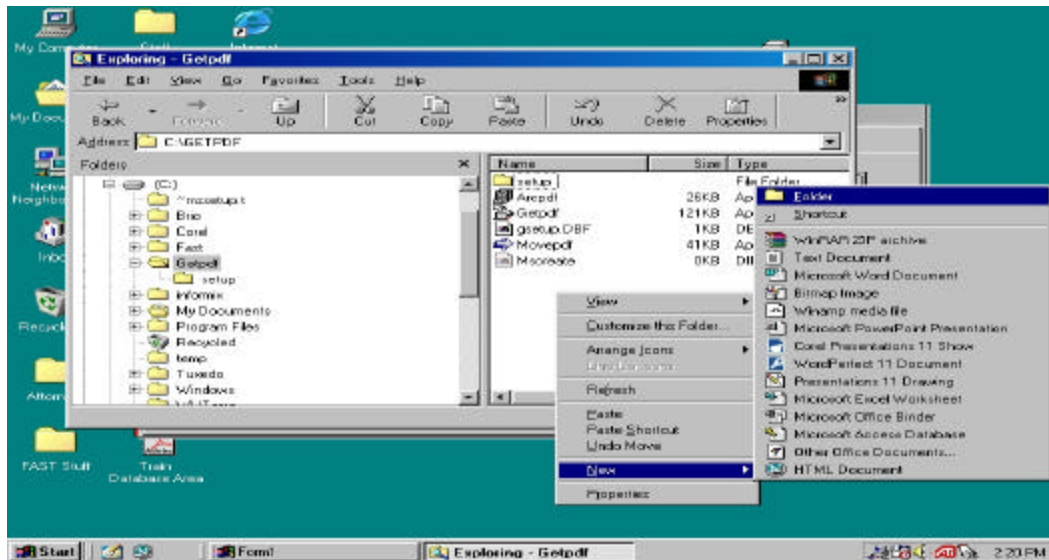
Type name of folder

3
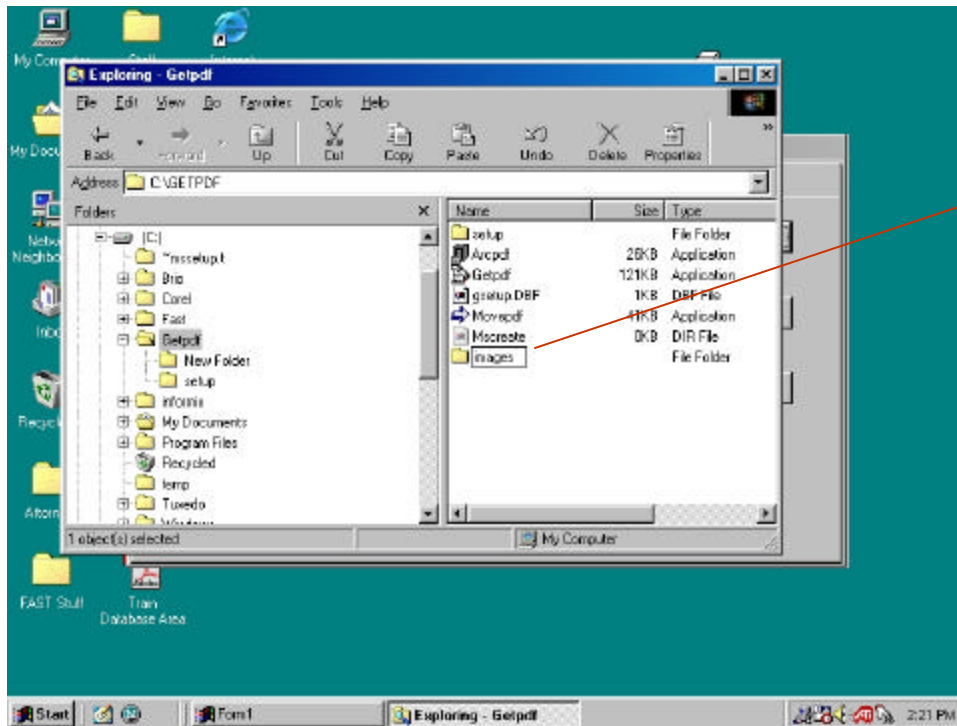
Name the folder 'images'

Below is an example of what the directories should look like after all the folders have been created.

The executable files (.exe) are part of the GetPDF installation.

- GETPDF—main executable program.
- MOVEPDF—used to insert downloaded PDF's into GETPDF
- ARCPDF—used to prepare PDF's for cd disk creation

The .DBF and .CDX files are the database and index files.

5. In order have easier access to the programs that need to be executed, shortcuts to the desktop need to be created. In the GetPDF directory, right-click on the getpdf icon and go to the 'send to' option and choose desktop. Do the same for the movepdf file and arcpdf. After completion, you should have a shortcut of the programs on your desktop.


Right click here.
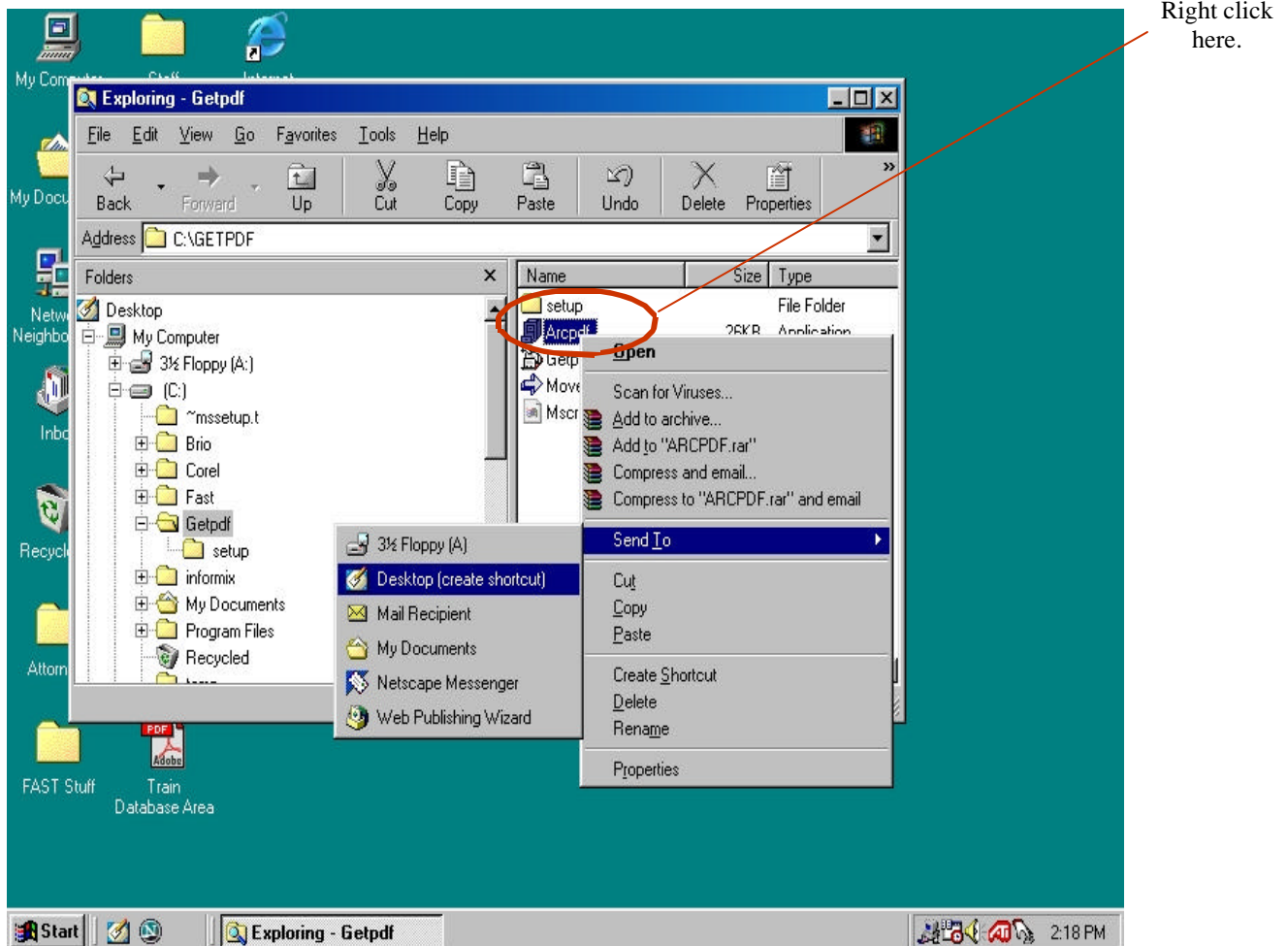
How to FTP Images and Database Files

1. Open Internet Explorer (or another browser program) and in the address filed type in:
   ftp://204.17.81.132

2. A pop login screen will display (see below). Choose the correct user name and type in your password. Then click on Log On.


3. Next you'll need to click on the folders button to display more information. The information on the blue square will display.
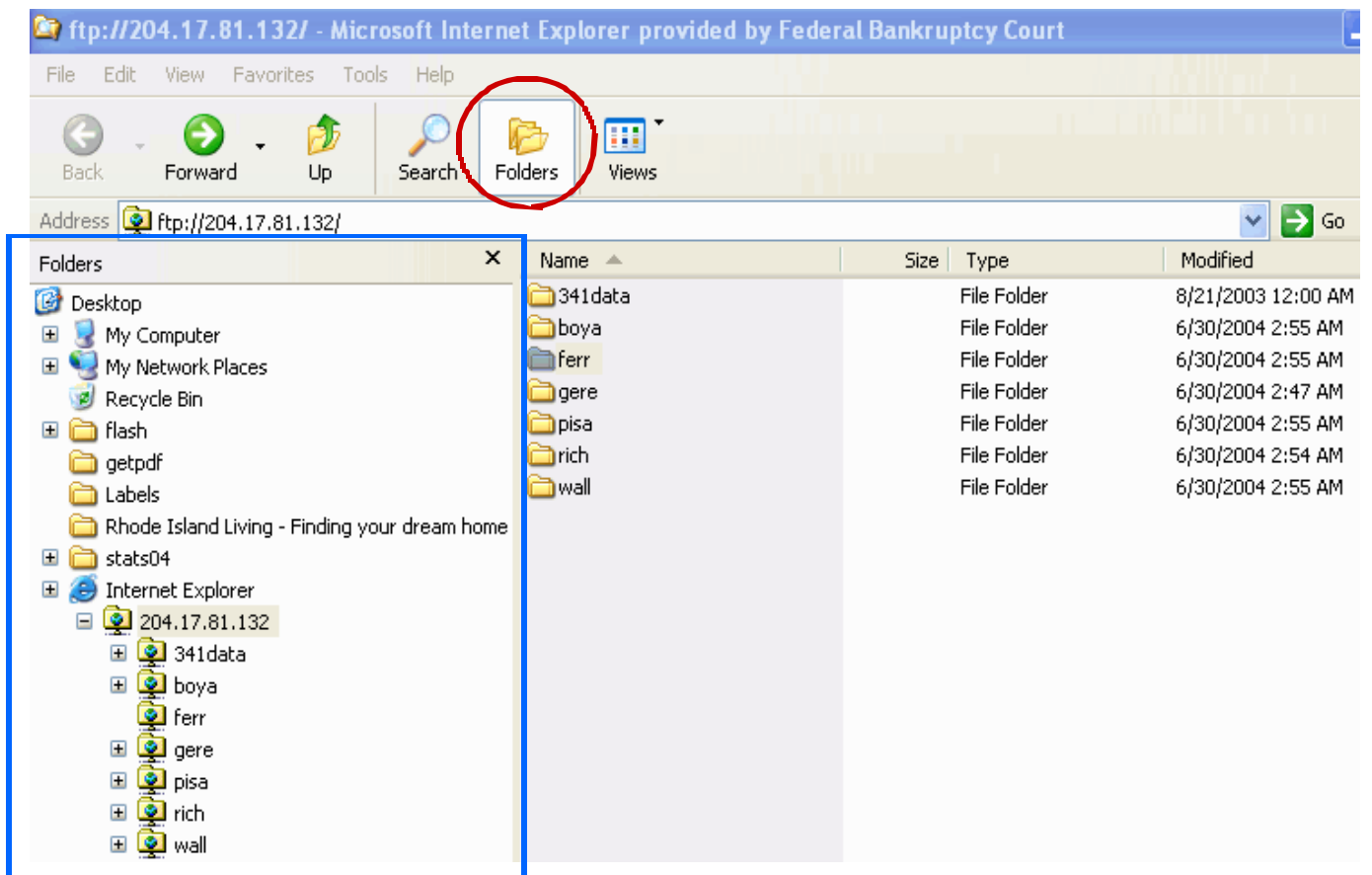
4. Your next step is to click on the folder that has your name on it. Many .zip files will display with the date on the file names. For example, one of the filed below is ferr060104.zip (this zip file contains documents from 6/1/04).
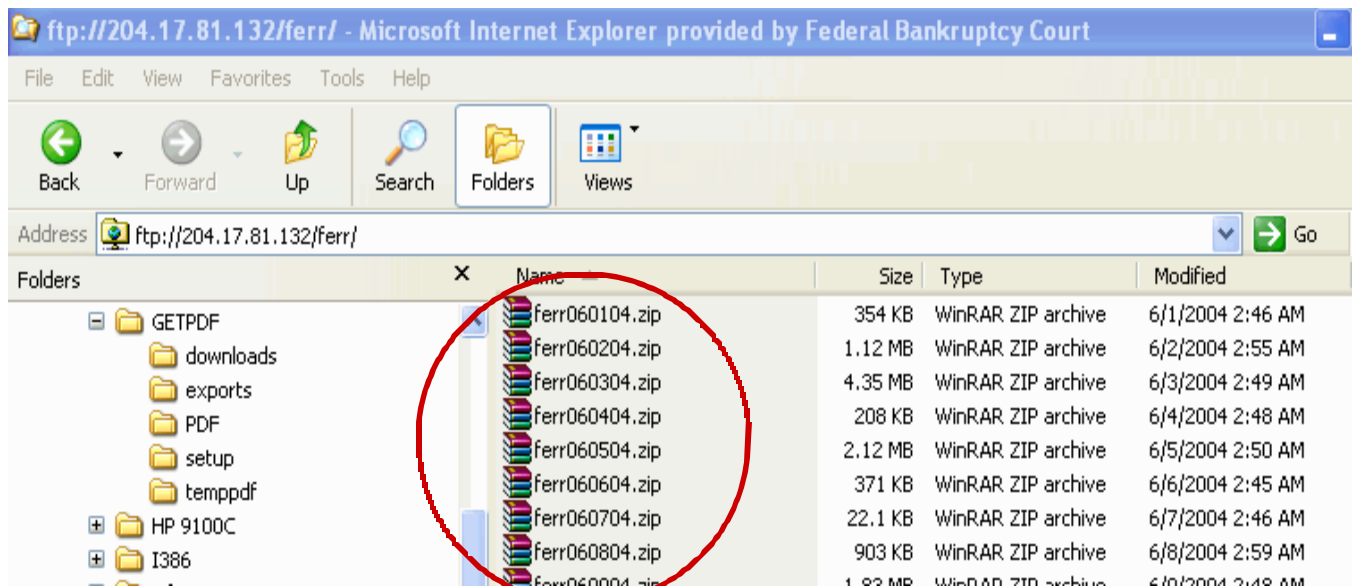

5. Next, on the left hand directories, you'll need to browse to your downloads directory. The directory will probably be located under your C drive, GETPDF directory. See picture below.
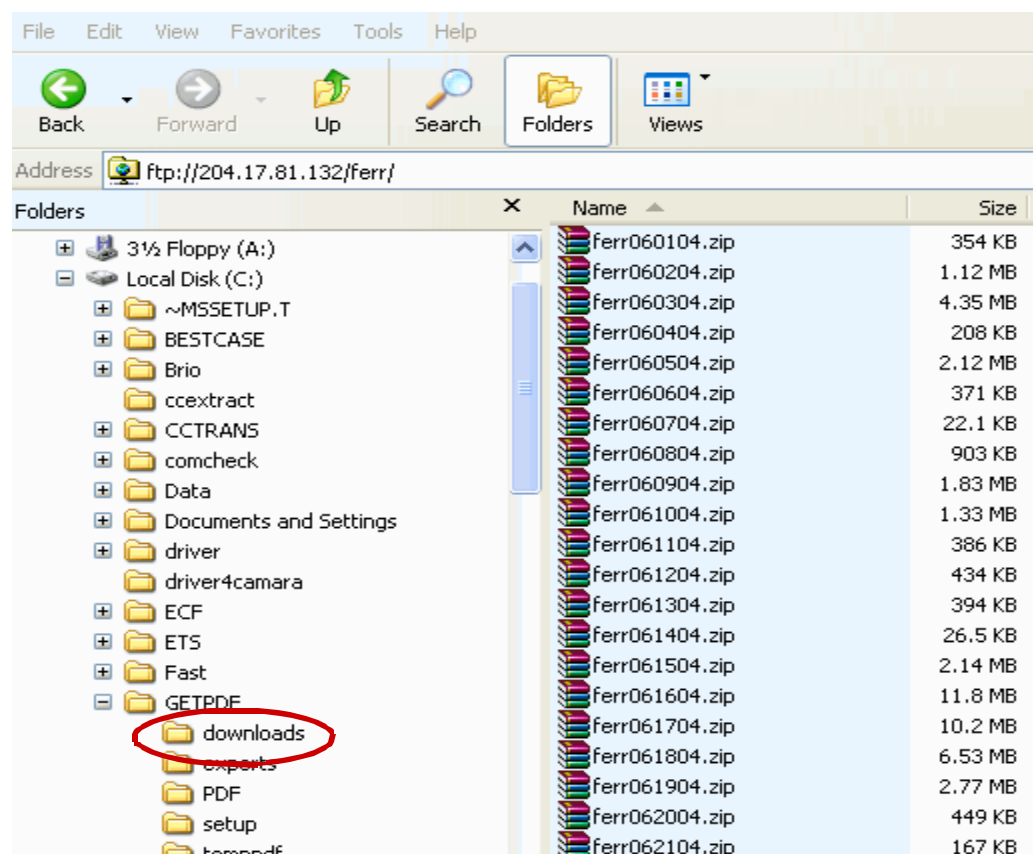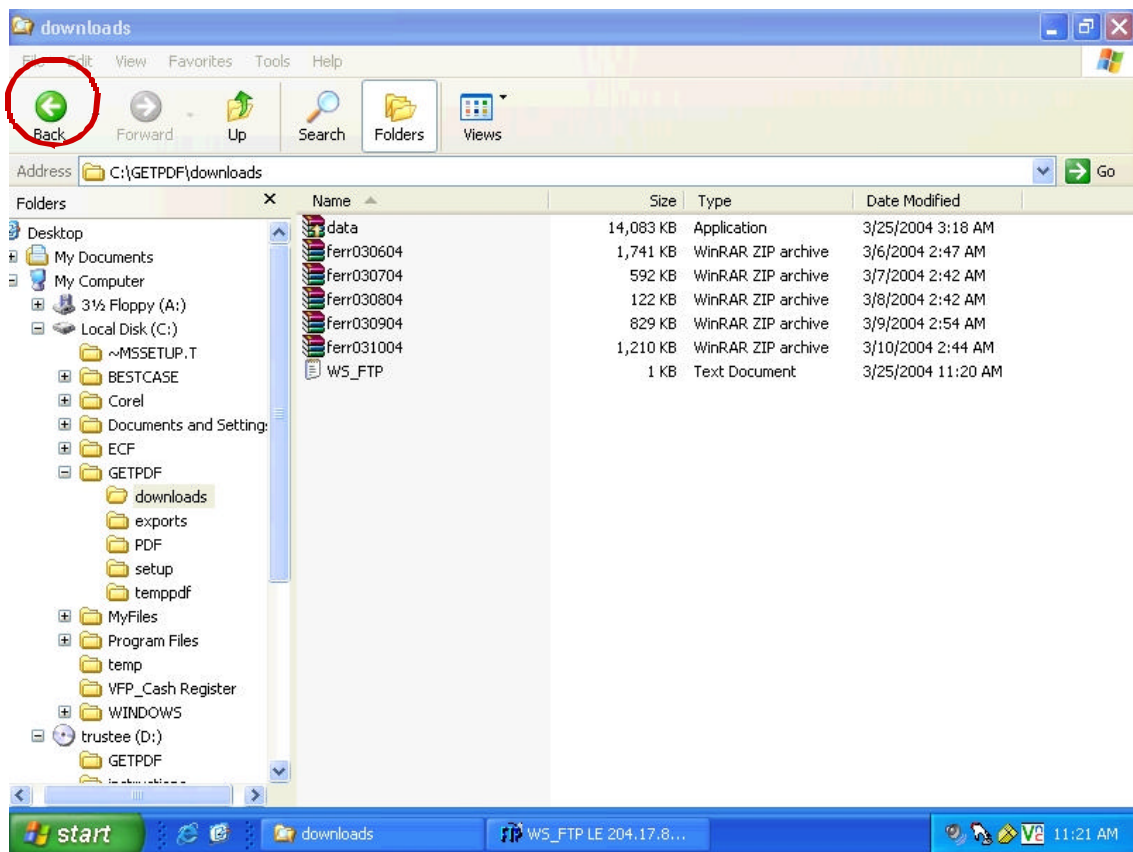
6. You'll need to drag the .zip file that you are interested in and drop it into the downloads directory. *Note: you may drag many files at the same time if you hold the shift key while clicking on a file.
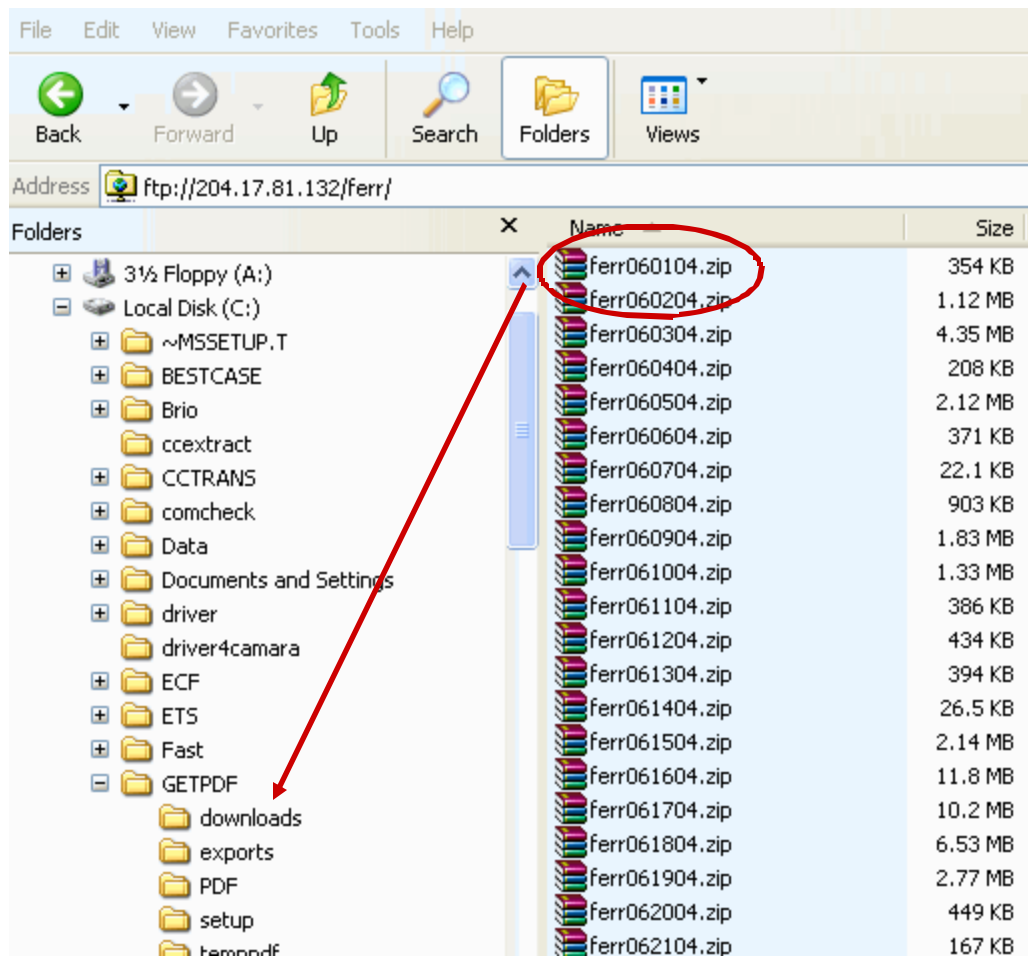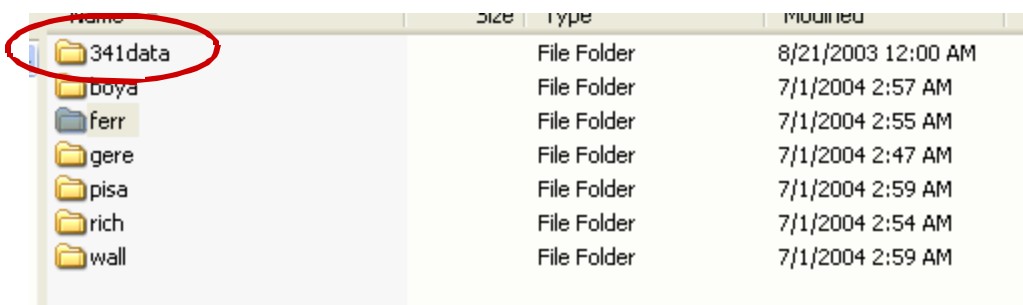

Depending on how many .zip files you are dragging and copying, the system can take a while to copy the files into the downloads directory. See picture below.
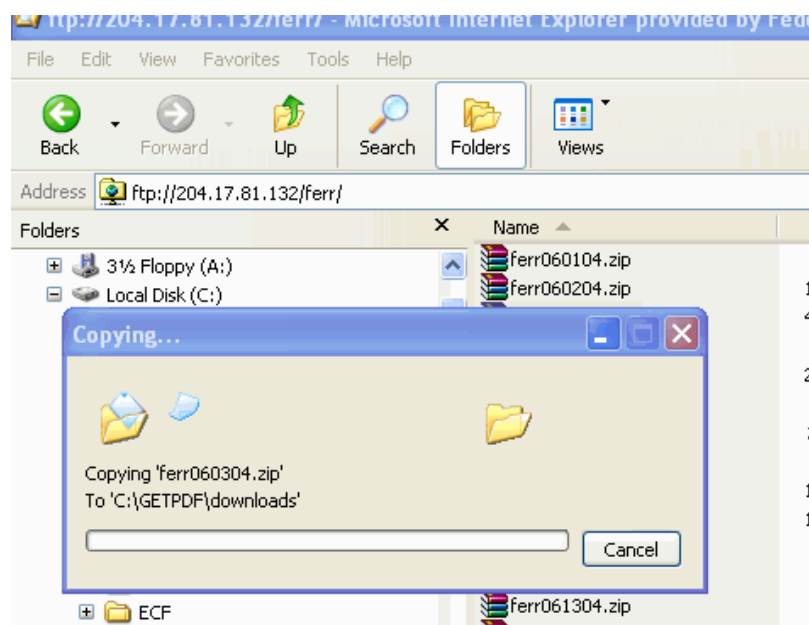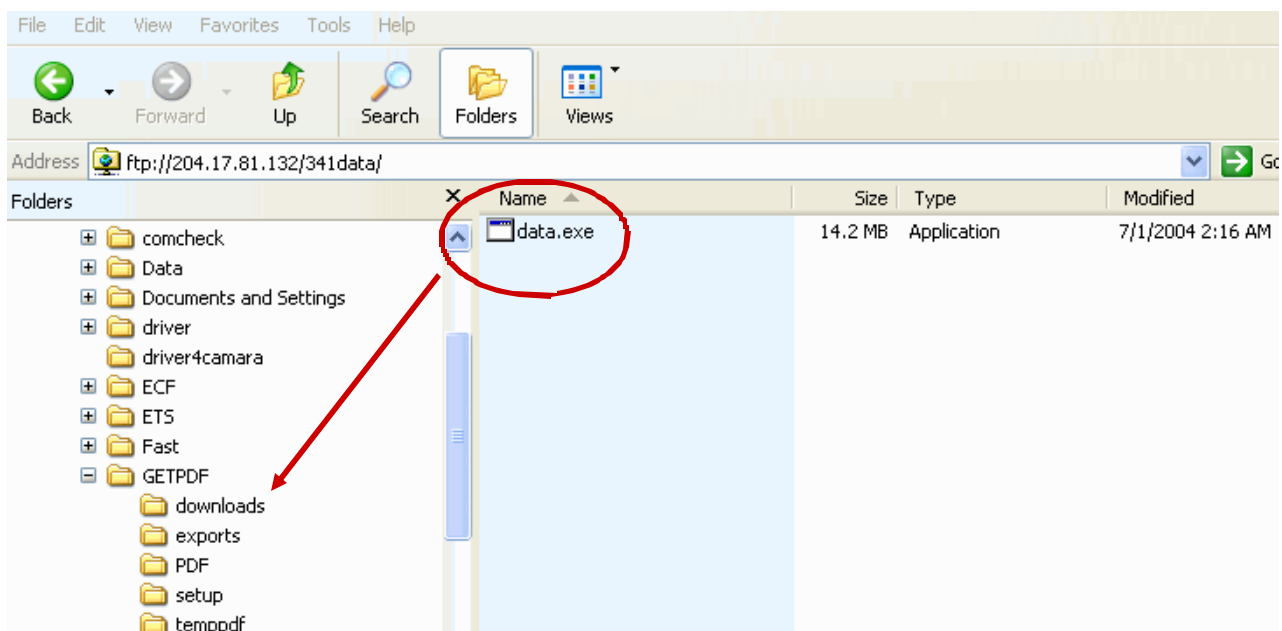
7. After you have downloaded the files , you'll need to click on the back button (see circle above).
After clicking on the back button you will be able to see the 341 data directory. See picture below.


8. Double click on the 341 data directory and drag & drop the data.exe file into the downloads di-
rectory.

NOTE: After you do this the first time, you may see the box below asking if you should replace the data.exe file with the most recent. You should always answer 'Yes'.
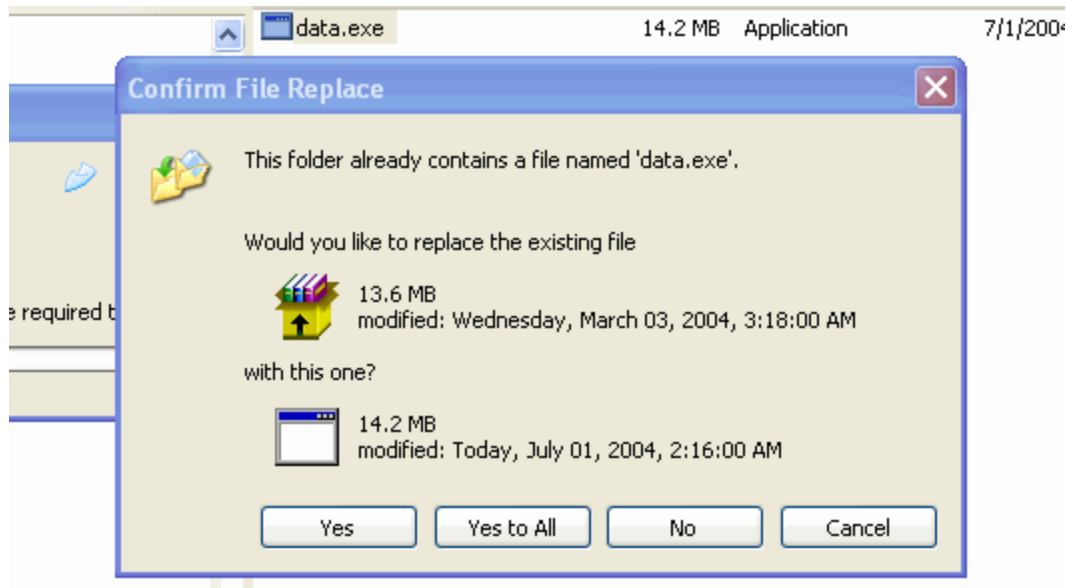

NOTE: The data file is a big file. Copying over the information can take a long time. Please be patient while it completes this function. You may continue to do other work on other software programs while the file copies over. See picture below for example.
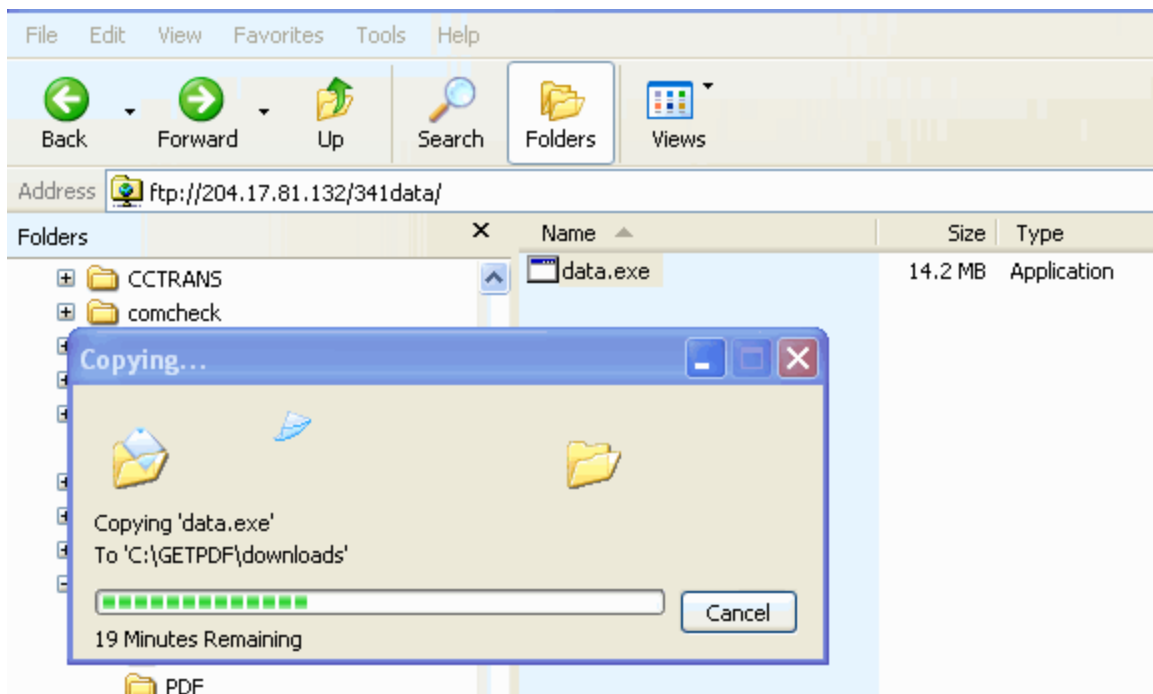

9. After you copy over the data.exe file, you'll need to extract them into the proper locations. Click on the downloads directory.   You should have a filed named 'data.exe' and one or more .zip files (which contain your pdf documents).

10. Install the data files. Double click the 'data' file program and a dialog box will appear (see next page).
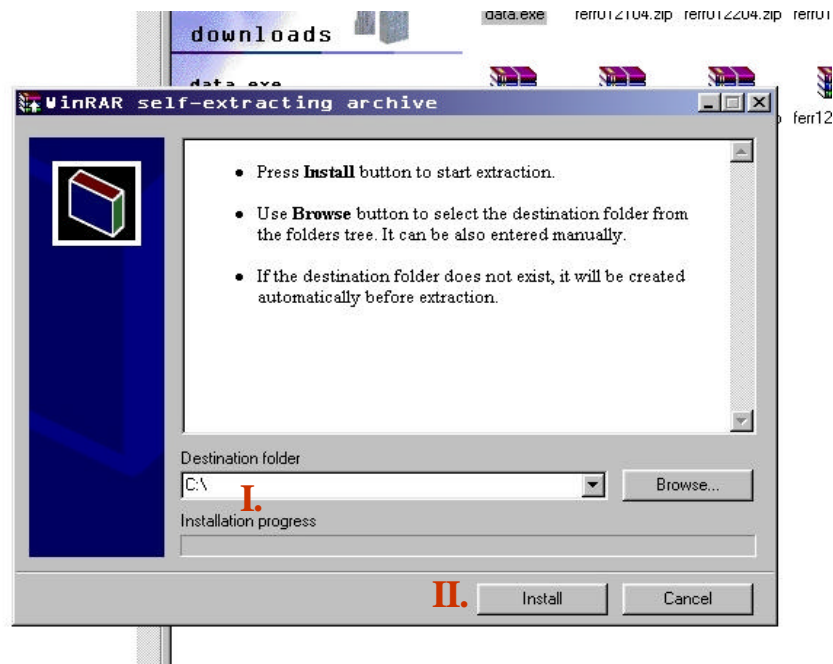
11.   See **I.** Delete everything except for the drive letter then see **II.** click 'Install'. Wait until it finishes then click 'OK'. Next we'll install the pdf files.
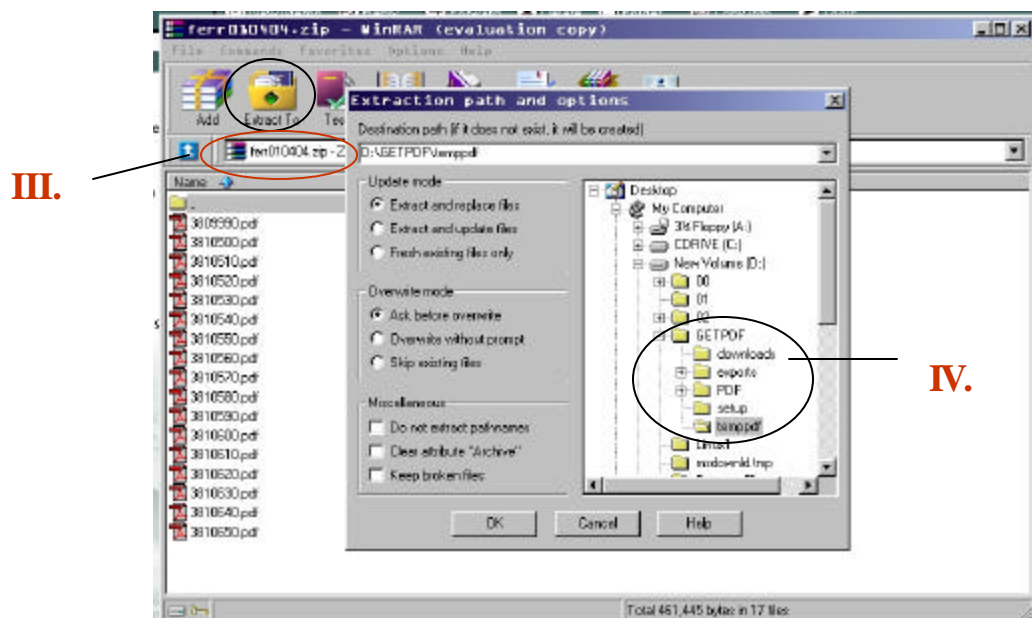
12.   Double click one of the pdf zip files in your downloads directory, the winrar program will start. It displays the files that are contained in the zip file (that you double clicked - see **III.**). Click the 'Extract To' button and you'll get the above dialog box. Browse to your C:\GetPDF\temppdf see - **IV.** directory and click 'OK'. The program will extract your files into the 'temppdf' directory. Do this step for each PDF zip file you downloaded.
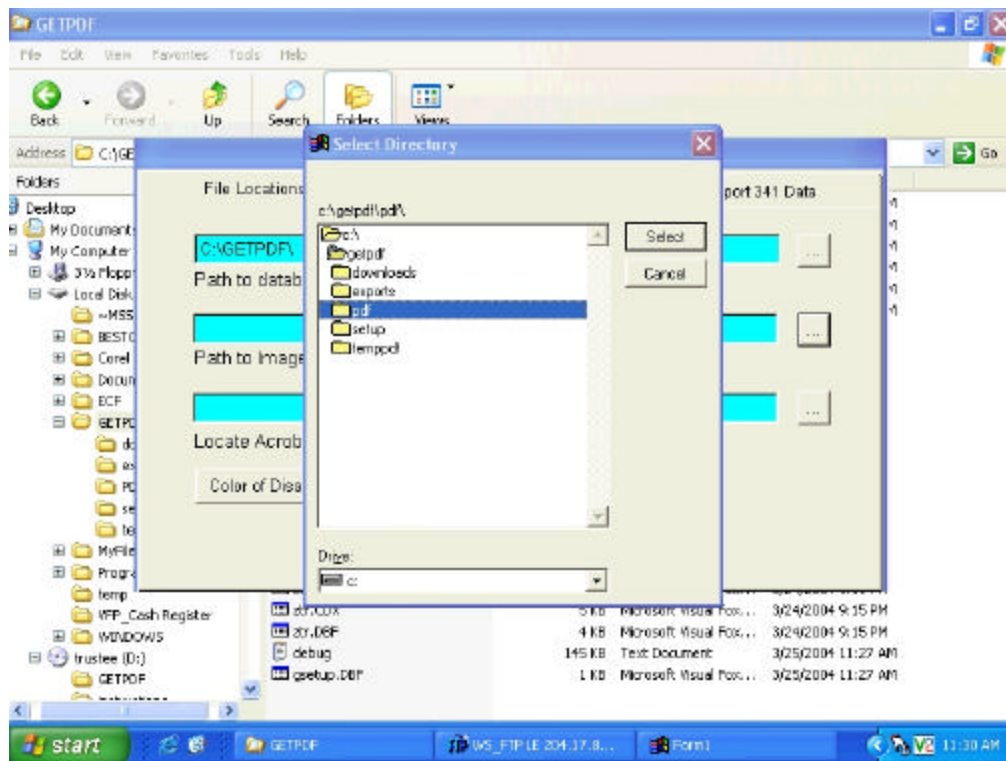
Set -up GetPDF

13. In this step, you will <u>set-up GetPDF</u>. Double click on the GetPDF icon on your desktop that you created previously. Click on the top '…' (see red circle). The GetPDF directory will open and you'll need to click on select (see blue circle) on second picture.
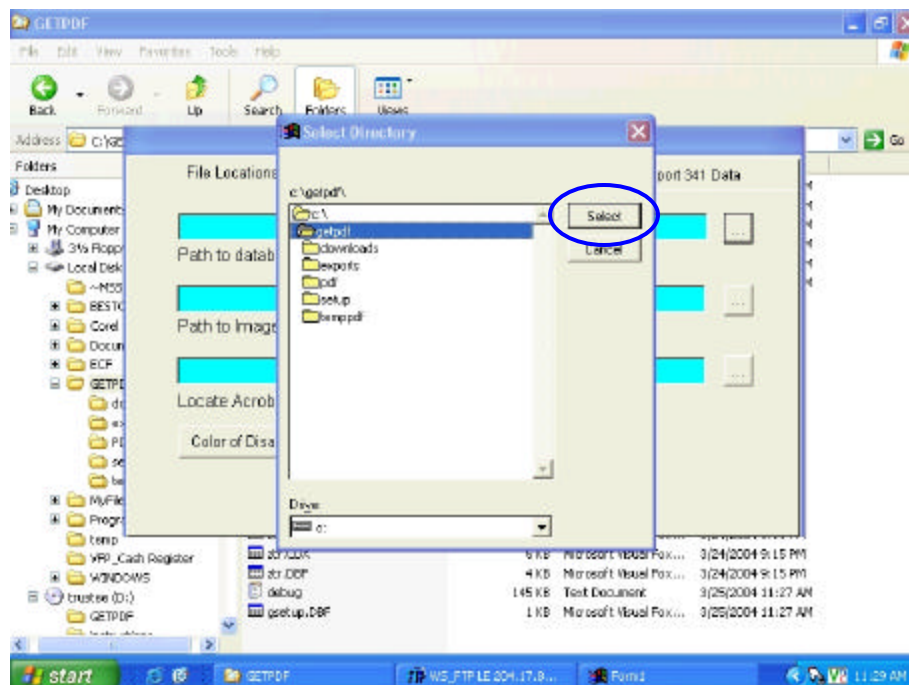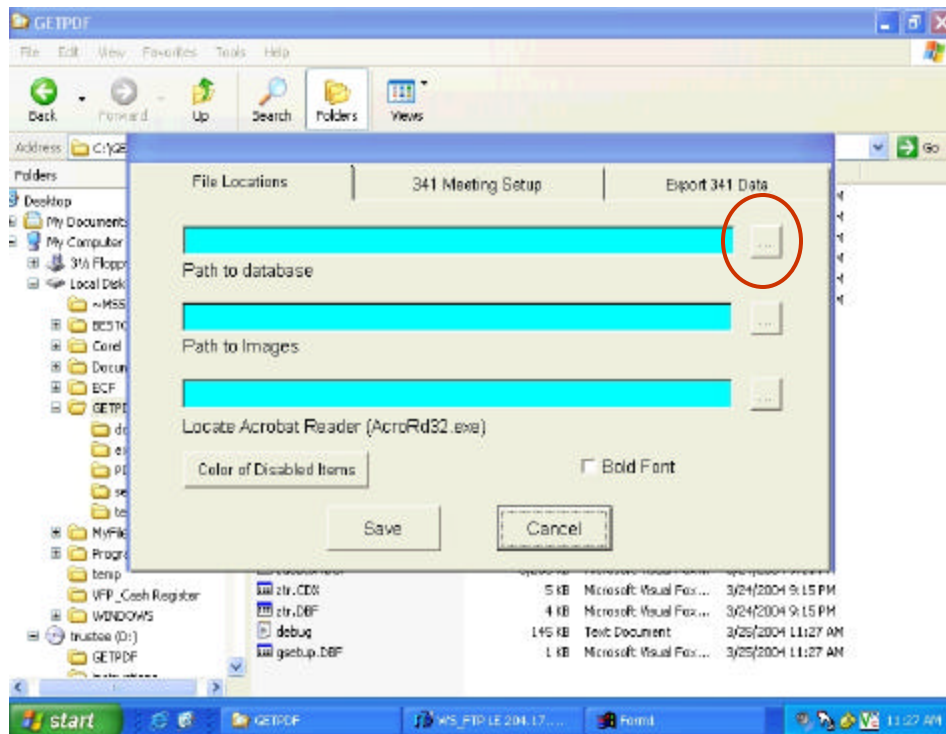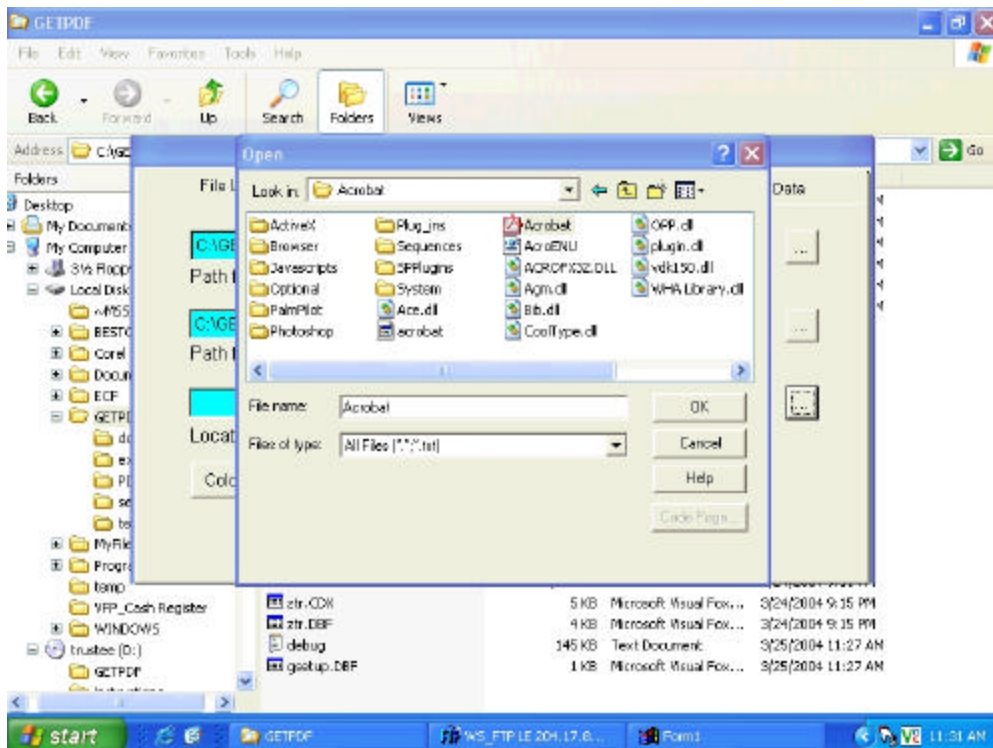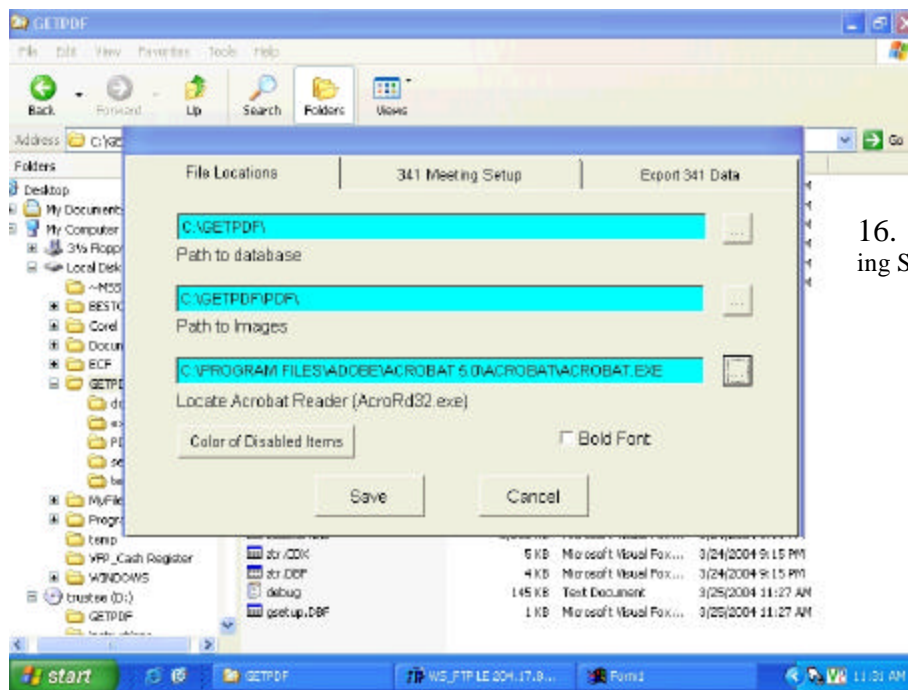
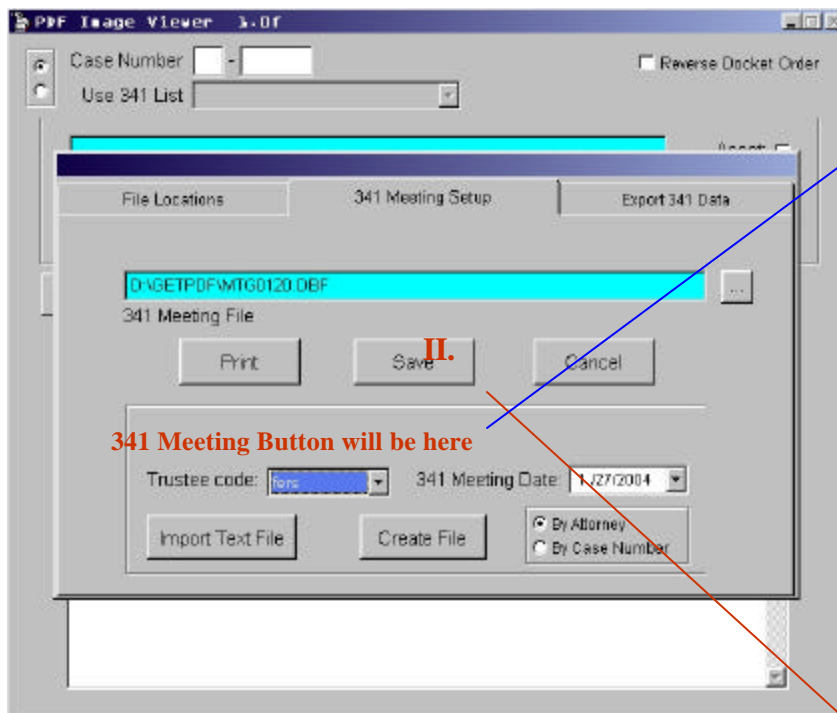14. On the second set of '...', highlight pdf and click on select (see below).

15. On the third set of '...', browse to your Acrobat directory and click on Acrobat Reader (see below).
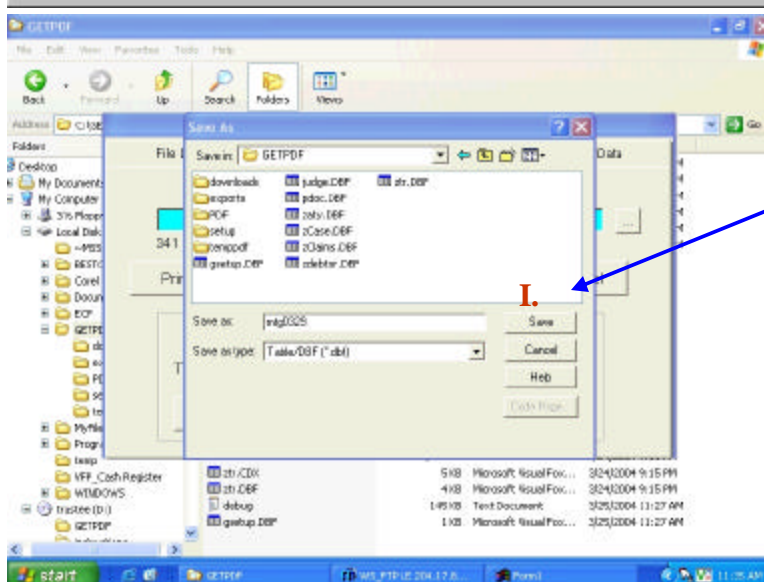
File Locations | **341 Meeting Setup** | **Export 341 Data**

C:\GETPDF\
Path to database

C:\GETPDF\PDF\
Path to Images

C:\PROGRAM FILES\ADOBE\ACROBAT 5.0\ACROBAT\ACROBAT.EXE
Locate Acrobat Reader (AcroRd32.exe)

Color of Disabled Items   ☐ Bold Font

Save   Cancel

16. Click on 341 Meeting Set-up.

PDF Image Viewer 1.0f

Case Number ☐ - ☐   ☐ Reverse Docket Order
Use 341 List ☐

File Locations | **341 Meeting Setup** | **Export 341 Data**

D:\GETPDF\MTG0120.DBF
341 Meeting File

Print   Save **II.**   Cancel

341 Meeting Button will be here

Trustee code: ☐   341 Meeting Date: 1/27/2004

Import Text File   Create File   ☐ By Attorney ☐ By Case Number

17. First, you will need to click on Generate 341 Meeting button .

Pick the Trustee Code and a 341 Meeting Date and click create file

You will see a dialogue box to save the file.

Save As
Save in: GETPDF

downloads   judge.DBF   ztr.DBF
exports   pdoc.DBF
PDF   zaty.DBF
setup   zCase.DBF
tempdf   z0sins.DBF
gsetup.DBF   zdebtor.DBF

Save as: mtg0325
Save as type: Table/DBF (*.dbf)

Save
Cancel
Help

I.

18. Click save - see **I.** You will need to click save again on the above picture as well - see **II.**

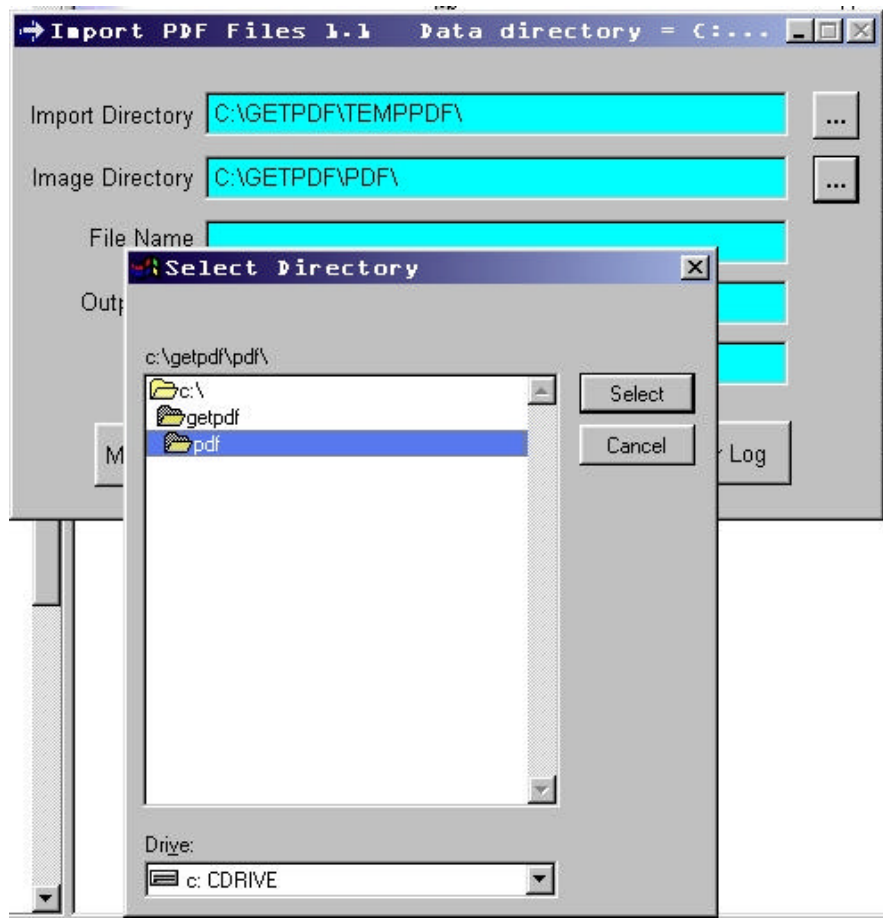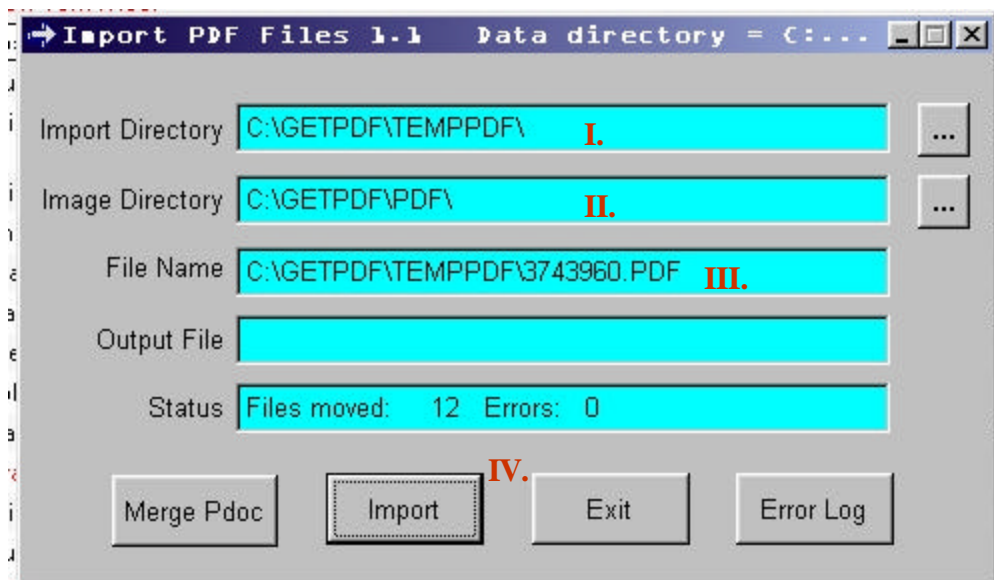You will return to the main screen and then you can close.

Set -up MovePDF
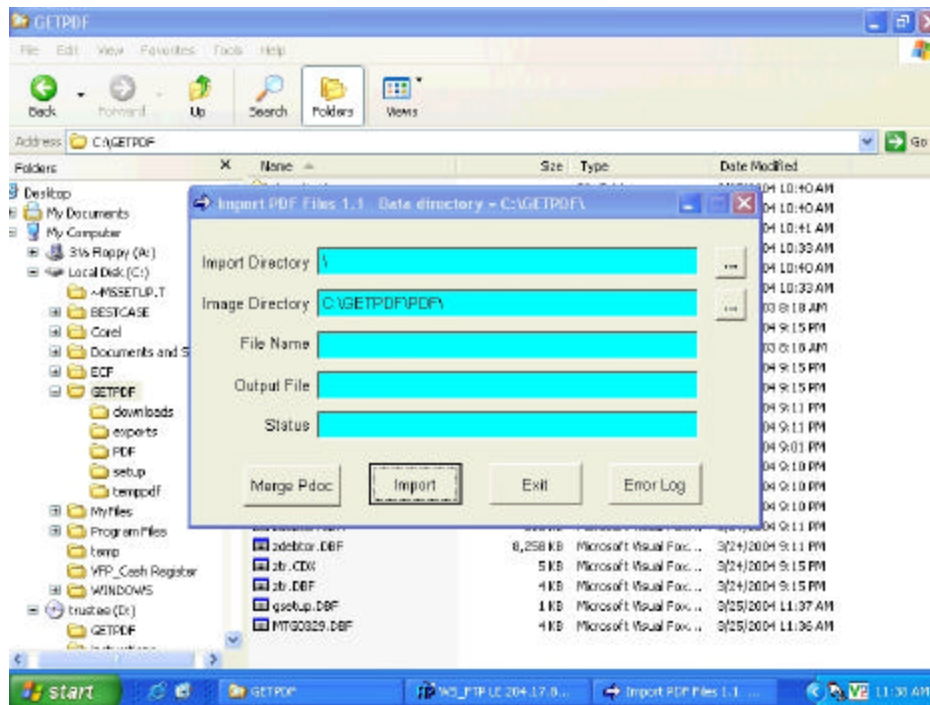
19. Double clink on the MovePDF icon. Click on the first set of '…' on the Import Directory field and browse to c:\GETPDF\temppdf (see picture below) and click on 'Select'.
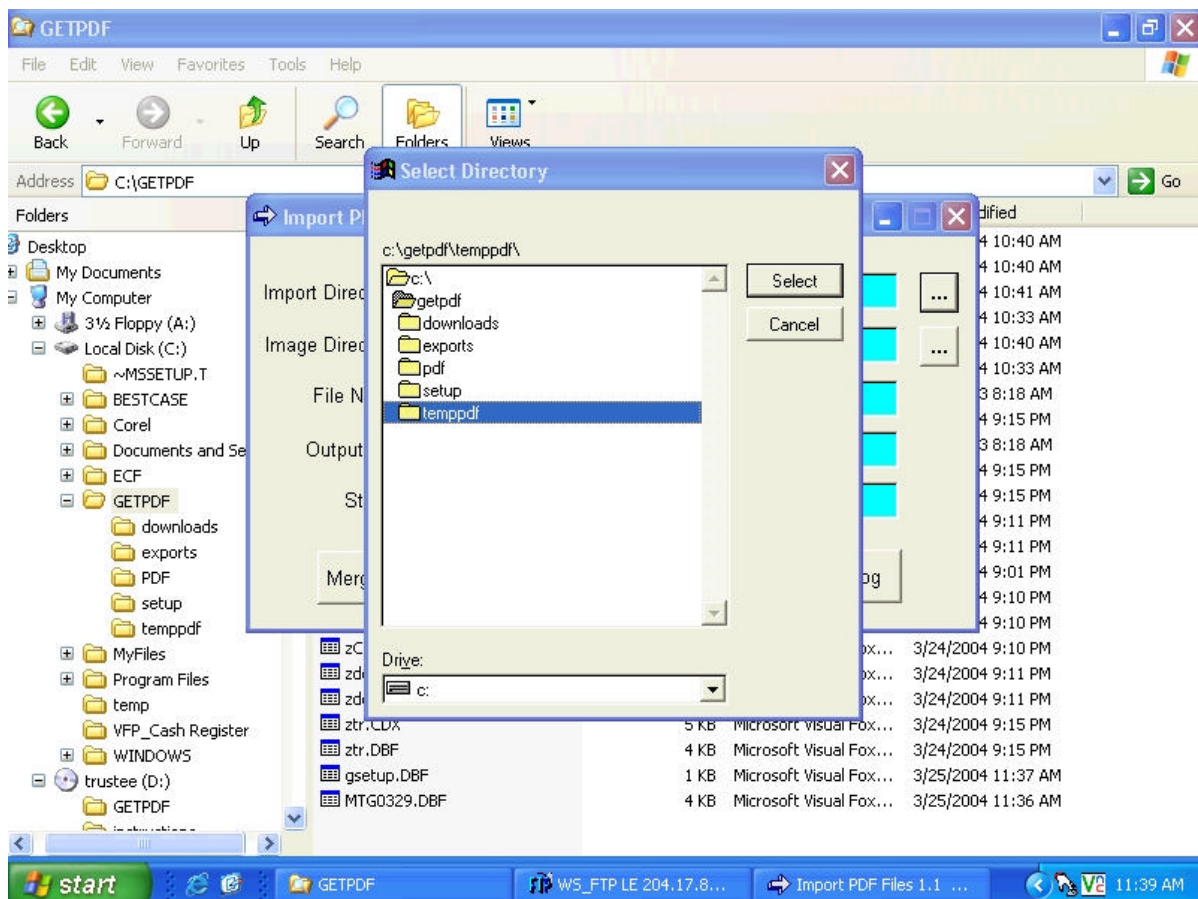
20. Click select. The Image directory should be filled out already.

Import PDF Files 1.1   Data directory = C:...

Import Directory   C:\GETPDF\TEMPPDF\

Image Directory   C:\GETPDF\PDF\

File Name

Outp...

Select Directory

c:\getpdf\pdf\

- c:\
- getpdf
- pdf

Select

Cancel

Drive:
c: CDRIVE

21. If the image directory isn't filled in then after selecting your import directory, click the "…" to select your image directory.

Import PDF Files 1.1   Data directory = C:...

Import Directory   C:\GETPDF\TEMPPDF\   **I.**

Image Directory   C:\GETPDF\PDF\   **II.**

File Name   C:\GETPDF\TEMPPDF\3743960.PDF   **III.**

Output File

Status   Files moved: 12   Errors: 0

IV.

Merge Pdoc   Import   Exit   Error Log

22. Your directory should look like this **I, II, III.** Click on the Import button to move your images - see **IV.**

The result is a log of everything imported (see below). You may print this information if you'd like.

23. Double-click on the GetPDF icon on your desktop.

I.   Method to select case.

II.   Case Information.

III.   Docket or Party information.

IV.   Claims Information.

V.   View Selected Document.

VI.   Exit GetPDF.

VII.   Set-up GetPDF (used to set 341 meeting file).

VIII.   Document or party display.

Below is an example of a display when images have not been imported with MovePDF.